

MISSOURI CHILD CARE PROVIDER REFERENCE GUIDE

How do I become a child care provider for the State?

There are two ways you can get paid by the State as a child care provider:

1. You can get a license from the State to be a child care provider. After you have a license, you will sign a contract with the State. If you have a license and a contract, you can get paid for child care services.
2. You can register with the State as a child care provider. After you register, you can sign an agreement to get paid for child care services.

Before you get paid, you must have a letter from the State that says a child can receive State paid (subsidy) child care. You will not get paid without that letter.

What's the difference?

All legal providers can receive payments from the State for the care of children. There are two main differences between being licensed and being registered.

In order to become a **licensed** provider, a State licensing representative visits the place where you provide care. During the visit, the licensing worker looks to see that you have a safe and healthy place for children. Any child care provider can choose to become a licensed provider. Some providers must be licensed. When you are licensed, you sign a **contract** with DSS to be paid for child care services

You *must* get a license if you care for five or more children who are not related to you.

If you are a **license exempt** provider, a state licensing representative does not visit you. You sign papers (registration agreement) every year agreeing to five things:

1. You will let parents see and be with their child and show them any papers you keep on their child. You have access to a phone so the parents can contact you about their child.
2. You are able to care for children. If a person says you do not care for children appropriately, the State explores the way you provide care to children.
3. You meet health and safety rules.



4. You will have a background check completed on all members of your household who are 17 years of age or older.

5. You agree to make your paperwork available for review for 5 years after providing care.

You can get the papers to register from your local Department of Social Services (DSS) Family Support Division (FSD) Office. You will need to register once a year. If you move, you must renew your registration.

How do I get paid?

All child care providers must sign an agreement to get paid by the State for child care services. All these things must happen before you can be paid:

- The Parent must be eligible for child care subsidy, and
- The Parent must choose you as a provider, and
- You sign a payment agreement with the State of Missouri, DSS, and
- The child must be authorized for care by the subsidy worker, and
- You must receive a letter authorizing subsidy payments.

There are things that you must do as a part of the payment agreement. The parent and DSS will also have things that they must do.

► **YOU** have the most work to do to get paid. You care for children who receive State paid (subsidy) child care benefits. Every day, you must write down the number of hours that you care for each child. DSS will give you a **Child Care Attendance Sheet** to keep track of when you provide child care services. Every day, you must make sure the parent writes down the time you start caring for each child and the time you stop.

You also must make sure the parent initials each day next to these times. You must also make sure the parent signs the Child Care Attendance Sheet at the end of every month.

Each month, DSS mails a billing invoice to you. You get paid after you fill out the invoice, sign it, and send it back to the DSS office or Jefferson City, depending on where you live. The return address will be on the upper left hand corner of each invoice. This invoice tells DSS the amount of time you cared for a child in one month and how much you should get paid. Some providers are required to send the Child Care Attendance Sheet for each child, along with the invoice, to the DSS for payment. You **and** the parent **must** sign the Child Care Attendance Sheet.

DSS checks the invoice and the Child Care Attendance Sheets. You are paid if the invoice and Child Care Attendance Sheets are correct.

Review your attendance sheets and invoices before you send them. Help avoid payment errors and delays.

► Each day the **PARENT** must write down the time they drop off their child and the time they pick their child up. The parent must also initial next to these times every day. Each month, the parent reviews the Child Care Attendance Sheet and signs it. The parent must tell their DSS worker about changes in their family. The worker talks to the parent about changes when the parent asks for help paying child care.

The parent pays for some of the cost of child care. DSS calls the amount the parent pays the **sliding fee**. You must collect this fee from the parent.

The parent must report to the worker if they stop having you care for their child.

► **DSS** pays for the care of the child. Before you can be paid, you must have a letter from DSS that says the child can receive State paid child care. This is called the **Authorization letter**.

How much do I get paid?

You decide the amount of money you charge as a child care provider. The amount of money you charge is your rate. The State has rates for child care services called "base" rates. If your rate is more than the State base rate, you can charge the parent for the difference. This difference you charge the parent is called the **co-pay**.

You collect the co-pay charge from the parent. You also collect the sliding fee. Four things determine the rates the State can pay you as a child care provider.

► The **county** where you live: There are rates for areas with big cities and there are rates for rural parts of the State.

► The **type of child care facility** that you operate:

Family Home
Group home
Center

► The **age** of the child you care for. There are three age groups for child care:

Infant (The child is newborn up to 2 years old)

Preschool (The child is 2 years to 5 years old)

School-age (The child is 5 years and over).

► The **number of hours** you care for the child in a day:

5 to 10 hours counts as a **full day**

3 up to, not including, **5 hours** counts as a **half day**

1/2 up to, not including, **3 hours** counts as a **part day**.

You may also receive increases, called "rate enhancements", to the daily base rates based on the following things:

Applies to specific children:

- 15% increase for evening and weekend shift care for each child you care for during these times:

Evenings = 7:01 pm to 5:59 am

Weekends = 6:00 am Sat to 7:00 pm Sun

- 25% increase for caring for a child with special needs.

Applies to all DSS children in the provider's care:

- 20% increase by becoming **accredited** by a recognized organization. See page 4 of this information sheet for a list of currently recognized accrediting organizations.

- 30% increase for licensed providers when 50% of the children they care for are from DSS subsidized families. This rate enhancement is called **Disproportionate Share**.

*Note: Applications for the Disproportionate Share rate enhancement are currently not being accepted due to budget constraints.



You can receive more than one rate enhancement at a time if you qualify.

You get paid the State base child care rate or your rate, whichever is lower. The sliding fee amount gets subtracted from the amount the State pays you. Your DSS office can answer your questions about payment amounts for each child in your care.

When do I get paid?

Each month, invoices are mailed to you. You need to complete, sign and return each invoice to DSS at the address in the upper left corner of the invoice so you can be paid. You will receive payment approximately 10 to 15 days from the time your invoices are entered by DSS. If you sign up for direct deposit, you will receive your payments sooner. You can talk to DSS about direct deposit or download the direct deposit application at <http://www.dss.mo.gov/cd/info/forms/>. You also have the option of receiving your invoices online. For information about online invoicing, visit the DSS website at: <https://dssapp.dss.mo.gov/ccoip/wbFMB9LogonCCInv.asp>

QUESTIONS AND COMMENTS

Question: How many hours of care will the State pay for?

Answer: You receive a letter from DSS for each child who is eligible for State paid child care. This is called an Authorization Letter. The Authorization Letter gives you important information. Put your Authorization Letter in the place where you keep important papers. The Authorization letter tells you:

- ▶ The name of the child;
- ▶ The dates that the child is approved for State paid child care (there will be a beginning date and an ending date);
- ▶ The amount of the day the child is eligible to receive State paid child care (full day, half day, or part day);
- ▶ The number of days in the month the child can receive State paid child care;
- ▶ The name of the DSS worker who authorized the child to receive State paid child care; and
- ▶ The sliding fee the parent must pay to you.

The State will not pay you for more hours or days of care than this letter says. If you have a question about your Authorization Letter, call DSS.

Question: How do I know when a child is no longer authorized to my facility?

Answer: The authorization letter you receive when the child is first authorized to you will give you begin and end dates of the authorization. If the child's authorization

closes prior to that date, you will get another letter telling you the new authorization end date.

Question: The invoice I received has letters and numbers that I don't understand. What do these letters and numbers mean?

Answer: The FAMIS Child Care Invoice Form (FA 581) has an area next to the Child's name called "Child's Eligibility". This area has two lines – one for Day and another for EW (evenings and weekends). For example:

CHILD'S ELIGIBILITY DAY: F02/H22/P00 EW: F05/H00/P01

"F" stands for full day (5 to 10 hours per day)

"H" stands for half day (3 to 5 hours per day)

"P" stands for part day (1/2 up to 3 hours per day)

The number following the F, H or P stands for the number of days in the month the child is authorized for full, half or part time child care.

There is also a field that tells you the date the authorization ends for that child:

CHILD SUBSIDY ENDS 07/31/2008

After the "Child Subsidy Ends" box is the "RATES" box. In this box you will find the rates the State has authorized to pay you for the service you provide for that specific child. This daily rate is the State base rate minus the parent's sliding fee plus any rate enhancements. For example:

RATES						
DAY	F	8.19	H	5.65	P	3.75
EW	F	9.56	H	6.60	P	4.38

Question: Will I have to pay taxes on the money I receive?

Answer: You will receive a tax form called an IRS 1099 at the end of the tax year. It will report the total payments made to you for the year. You are not an employee of the State of Missouri, so you are responsible to report your earnings to the Internal Revenue Service as a self employed worker. The IRS tax form 1099 is your proof of earnings. You will need to use this form when you file your income taxes.



CHILD CARE RESOURCES

Accreditation is a way to show that your child care program has a higher level of quality among other child care programs. Accreditation means you have met recognized standards for high quality.

Child care providers who are accredited receive a higher subsidy reimbursement for the subsidized children in their care. There are currently six accrediting organizations that are recognized in Missouri. If you are accredited by one of the listed accrediting organizations, you may request the higher subsidy reimbursement rate. To request the higher subsidy reimbursement rate, send a copy of your accreditation certificate to the Children's Division, Early Childhood and Prevention Services Section (ECPSS); PO Box 88; Jefferson City, MO 65103. Or, you may fax it to 573-526-9586. Include your facility name, contact information, and dvn (department vendor number). You will receive the increased rate effective the month following the month you provide your certificate to ECPSS. You will not receive a rate enhancement for accreditation unless you provide your certificate to ECPSS.

MO DSS RECOGNIZED ACCREDITING ORGANIZATIONS AS OF 09/01/2008:

NAEYC
National Association for the
Education of Young Children
1313 L St. N.W., Suite 500
Washington, DC. 20005
(800) 424-2460
web: www.naeyc.org

Missouri Accreditation
P.O. Box 997
Business Loop 700W, Suite 103
Columbia, MO 65202
(573) 256-1288
web: moaccreditation.org

NAFCC
National Association for Family Child Care
5202 Pinemont Drive
Salt Lake City, Utah 84123
(800) 359-3817
web: www.nafcc.org

NECPA
National Early Childhood Program Accreditation
1150 Hungryneck Blvd., Suite C305
Mount Pleasant, SC 29464
(800) 505-9878
web: www.necpa.net

COA
Council on Accreditation
120 Wall Street 11th Floor
New York, NY 10005
(212) 797-3000
(866) 262-8088
web: www.coanet.org

CARF International
Commission on Accreditation of Rehabilitation Facilities
4891 E. Grant Rd.
Tucson, AZ 85712
(888) 281-6531
web: www.carf.org

Start Up and Expansion (SUE) grants are available through DSS. Competitive awards are made to start up a new childcare program or expand an existing program in order to increase the number of licensed childcare slots for infants and toddlers. Funding is awarded on the basis of the number of licensed slots being added. Awards are targeted to child care providers serving children receiving child care subsidy from DSS.

For more information on Start Up and Expansion (SUE) and other grant opportunities, visit the Early Childhood website at: <http://dss.mo.gov/cd/early/index.htm#2>



CHILD CARE RESOURCES

The **Missouri Child Care Resource and Referral Network (MOCCRRN)** can help your facility become accredited. MOCCRRN also provides information on child care providers and can refer parents to providers.

Your name can be added to the list of providers that can be referred. To be a part of the referral list, you must meet certain requirements. MOCCRRN can give you information about these requirements. If you are a part of the list, MOCCRRN will be able to refer parents to you for child care services.

MOCCRRN

4236 Lindell Boulevard, Suite 202
St. Louis, MO 63108
314-535-1458
314-754-0330 fax
(800) 200-9017
www.mocccrrn.org

Network Agencies:

YWCA – ST. JOSEPH

304 N 8th Street
St. Joseph, MO 64501
(816) 232-4481 or (800) 404-9922
Fax: (816) 232-4494
www.ywcaccrr.org

MOCCRRN – NORTHEAST

1119 S Missouri St, Ste C
Macon, MO 63552
(660) 385-1378 or (800) 201-7745
www.mocccrrn.org/northeast

THE FAMILY CONSERVANCY

3217 Broadway
Kansas City, MO 64111
(913) 342-1110 or (800) 755-0838
Fax: 913-342-3632
www.thefamilyconservancy.org

UNIVERSITY OF CENTRAL MISSOURI WORKSHOP ON WHEELS CCR&R

117 Hunt Street
Warrensburg, MO 64093
(660) 543-8321 or (800) 666-1461
Fax: 660-543-8393
www.ucmo.edu/workshop

MOCCRRN – MID MISSOURI

2503 W Ash St, Ste 300
Columbia, MO 65203
(573) 445-5437 or (800) 243-9685
www.mocccrrn.org/midmissouri

CHILD DAY CARE ASSOCIATION

4236 Lindell Blvd, Ste 300
St. Louis, MO 63108
(314) 531-1412 or (800) 467-2322
Fax: (314) 531-4184
www.childcarestl.org

CHILD CARE RESOURCE AND REFERRAL, AN OPERATING AGENCY OF THE COUNCIL OF CHURCHES OF THE OZARKS CCR&R

1910 E Meadowmere
Springfield, MO 65804
(417) 887-3545 or (800) 743-8497
Fax: (417) 823-9459
www.ccochildcare.org

SOUTHEAST MISSOURI STATE WORKSHOP ON WHEELS CCR&R

1 University Plaza, MS9425
Cape Girardeau, MO 63701
(573) 290-5571 or (800) 811-1127
Fax: 573-290-5599
www5.semo.edu/ccrr





EDUCARE PROGRAM CONTACTS

Statewide Coordinator:

Holly Otto, Program Development Specialist
Holly.M.Otto@dss.mo.gov
 Department of Social Services
 Children's Division – Early Childhood and Prevention
 Services Section
 P.O. Box 88
 Jefferson City, MO 65103
 Phone (573) 751-4431
 FAX (573) 526-9586

Cape Girardeau Community Caring Council

Amy Loomis McDonald
educare@clas.net
 301 North Clark Street
 Cape Girardeau, MO 63701
 (573) 651-9171 x106
 Fax: (573) 651-1367

Educare Boone County

Kathy Wallace
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 JoAnn Dennings
denningsj@missouri.edu
 1400 Road Quarry Road, Q114
 Columbia, MO 65211-3280
 (573) 884-1497
 Fax: (573) 884-0598

Project REACH

Laurie Wait
waintl@missouri.edu
 1400 Road Quarry Road
 Columbia, MO 65211-3280
 (573) 884-6696
 Fax: (573) 884-0598

Washington County Community C2000 Partnership

Julie Graves
j.graves@live.com
 104 Hickory
 Potosi, MO 63664
 (573) 438-8555
 Fax: (573) 438-9233

Community Partnership of the Ozarks

Mary Stone
mstone@commpartnership.org
 330 North Jefferson
 Springfield, MO 65806
 (417) 888-2020
 Fax: (417) 888-2322

CHILD CARE RESOURCES

EDUCARE is a state funded initiative that provides resources, technical assistance and training opportunities, at free or reduced costs, to child care providers with an emphasis on family home providers.

Educare Services Include:

- ✓ Professional development opportunities for child care providers;
- ✓ Individualized home visits for family child care providers;
- ✓ Customized center-based training;
- ✓ Supporting coordination of existing community resources to optimize funding;
- ✓ Linking child care providers and families to schools and community resources; and
- ✓ Increasing consumer awareness of the important role quality child care has in the development of children.

Local Investment Commission (LINC)

Candace Cheatem
cheatemc@kclinc.org
Nedra Bonds
nbonds@kclinc.org
3100 Broadway, Suite 1100
Kansas City, MO 64111
(816) 889-5050
Fax: (816) 889-5051

University City School District

Deborah Wells
dwells@u-city.k12.mo.us
Judy Johnson
jjohnson@u-city.k12.mo.us
737 Kingsland Avenue
University City, MO 63130
(314) 721-5401
Fax: (314) 721-5099

St. Joseph Youth Alliance

Linda Midyett
lindam@youth-alliance.org
3308 South Leonard Road
St. Joseph, MO 64503
(816) 232-0050
Fax: (816) 390-8536

Area Resources for Community & Human Services (ARCHS)

Amber Stevenson
stevensona@stlarchs.org
Andrea Walton (314-531-1412 x 16)
andrea@childcarestl.org
539 N. Grand, 6th Floor
St. Louis, MO 63103
Phone: (314) 534-0022
Fax: (314) 534-0055

Ritenour School District

Lisa Gahan
gahanl@ritenour.k12.mo.us
Barbara Elwood
elwoodb@ritenour.k12.mo.us
9330 Stansberry Road
St. Louis, MO 63134
(314) 493-6244
Fax: (314) 429-3688

FACT of Marion County

Ginny Webb
educare@socket.net
Stephanie Thomeczek
thomeczek@sbcglobal.net
109 Virginia Street, Suite 217
Hannibal, MO 63401
(573) 221-2817
Fax: (573) 221-1606

Phelps County Community Partnership

Danielle Barr
Danielle@thepccp.org
Kathy Edwards
Kathy@thepccp.org
1101 Hauck Drive
Rolla, MO 65401
(573) 368-2849
Fax: (573) 368-3911

Jefferson County Community Partnership

Lynn Kirn
educare@jccp.org
1671 Marriott Lane
Barnhart, MO 63012
(636) 464-5144 x12
Fax: (636) 464-2764

Pettis County Community Partnership

Linda Sudduth
Educare3@iland.net
515 South Kentucky
Sedalia, MO 65301
(660) 827-0560
Fax: (660) 827-0633

Southwest Missouri Community Alliance**United Way of Southwest Missouri – Success by 6**

Pat Bartlett
pbartlett@uwswm.org
3510 East 3rd Street (POB 1335)
Joplin, MO 64801-1335
(417) 624-0153
Fax: (417) 624-0356

St. Francois County Community Partnership

Margaret Bilderback
educare@sfccp.org
200 West First Street, Suite 182
Farmington, MO 63640
(573) 760-0212
Fax: (573) 760-0451

Dunklin County Community Partnership

Wilma Droke
wdroke@clgw.net
311 Kennett Street
Kennett, MO 63857
(573) 717-1158
Fax: (573) 717-1825

Should I be licensed as a child care provider?

You **must** have a license if you care for five or more children that are not related to you. The Section for Child Care Regulation of the Department of Health and Senior Services issues licenses to child care providers. Many child care providers choose to become licensed even if they don't have to. Why should someone become a licensed child care provider, even if they don't have to? Here are some of the reasons:

- ✓ Parents look for licensed child care providers when they "shop" for child care. Most licensed providers are listed on the child care provider referral list maintained by Child Care Resource and Referral Agencies.
- ✓ Licensing tells parents that you are trying to provide a safe and healthy place for children. A licensed child care provider is visited by a state licensing representative. The reports of these visits show how you are following the State rules and guidelines for the care of children.
- ✓ There are educational opportunities available for licensed child care providers. Your State licensing representative or the Child Care Resource and Referral Network contact can give you information on available training and technical assistance opportunities in the State.
- ✓ All licensed child care providers can request the services of the nurse consultant program from the Department of Health and Senior Services.
- ✓ If you join professional associations, you'll meet other child care providers and share information and ideas.

Is it hard to become a licensed child care provider?

You probably do many of the things necessary to be licensed right now. You want your child care facility to be a safe and healthy place for children.

Here's how it works:

- ▶ A child care licensing representative will arrange an interview with you. In the interview, you will talk about:
 - your child care plans,
 - the rules of licensing, and
 - the visits the licensing representative will make to your facility.

▶ You must fill out application forms. The application forms are free.

▶ A child care license is good for up to two years.

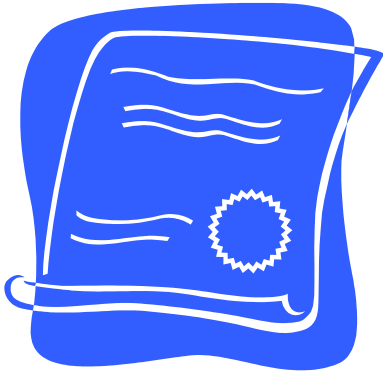
▶ After you apply, the licensing representative will determine if you follow the rules for licensed child care providers.

▶ You must have a fire safety inspection and a sanitation inspection of your facility.

▶ A State licensing representative visits you periodically after you become licensed.

If you are interested in becoming a licensed child care provider, contact the Section for Child Care Regulation Office nearest to you. Information about Child Care Licensing is available at <http://www.dhss.mo.gov>.





CHILD CARE LICENSING OFFICES

Section for Child Care Regulation

Missouri Department of Health and Senior Services
PO Box 570
Jefferson City, MO 65102
Telephone: 573-751-2450
Fax: 573-526-5345
Email: info@dhss.mo.gov

Northwestern District Health Office

3717 South Whitney Avenue
Independence, MO 64055
Telephone: 816-350-5450

Southwestern District Health Office

Landers State Office Building
149 Park Central Square, Suite 116
P.O. Box 777, MPO
Springfield, MO 65806
Telephone: 417-895-6541

Northeastern District Health Office

1714 Prospect Dr
Macon, MO 63552
Telephone: 660-385-3125

Eastern District Health Office

220 S. Jefferson, Second Floor
St. Louis, MO 63103
Telephone 314-877-0210

Central District Health Office

323 Veterans Lane
Jefferson City, MO 65101
Telephone: 573-751-2891

Columbia Area Health Office

1500 Vandiver, Suite 112
Columbia, MO 65202
Telephone: 573-882-9399

Southeastern District Health Office

2875 James Blvd.
Poplar Bluff, MO 63901
Telephone: 573-840-9720

Cape Girardeau Area Health Office

710 Southern Expressway, Suite B
Cape Girardeau, MO 63703
Telephone: 573-290-5809



Child Abuse and/or Neglect Information

As a child care provider, you are a **mandated reporter** when you suspect a child has been abused or neglected. The Missouri laws that identify who must report child abuse/neglect are RSMo 210.110 and 210.115. These sections will help you understand the reporting process as well as assist you in identifying when it may be appropriate for you to make a hotline call.

What should you do when you suspect abuse or neglect?

► **CALL THE HOTLINE at 1-800-392-3738.** The Children's Division staffs this hotline 24 hours a day, 7 days a week, 365 days a year. They will take information from you and respond. If you live outside Missouri and want to report the abuse or neglect of a Missouri child, call **573-751-3448**.

► **HAVE COMPLETE INFORMATION.** The Children's Division needs specific information to be able to respond to a complaint of abuse or neglect. Be sure you have:

- the name of the child,
- the name of the parent(s),
- the name of the alleged abuser, and
- where the child can be located.

You will also be asked:

- Is the child in a life-threatening situation now?
- How do you know about the abuse/neglect?
- Did you witness the abuse/neglect?
- Were there other witnesses and how can they be contacted?

What if you're not sure it's abuse or neglect?

You can call the local Children's Division office to discuss your concerns. They can advise you whether or not to call the hotline. They can also give you advice that might help you to help the family in crisis.

Err on the side of safety. If you have the thought, "Maybe I should call..." – DO! Not all calls to the hotline are determined to be abuse/neglect. However, the Children's Division can often provide services and assistance that can help families prevent abuse or neglect.

For additional information on Child Abuse & Neglect guidelines, go to http://www.dss.mo.gov/cd/pdf/guidelines_can_reports.pdf.

**Notice to Mandated Reporters:* Effective August 28, 2004, if you are required to report child abuse or neglect because of your occupation, you can no longer make an anonymous call to the Hotline.

